

**PARTNERS OF DELTA, MONTROSE, AND OURAY  
CASE MANAGER - POSITION DESCRIPTION**

**I. GENERAL RESPONSIBILITY**

This position is directly responsible with the other case managers for the daily operation and activities of the Partner' one to one program. This position involves volunteer recruitment, training, interviewing and screening adult volunteers, accepting referrals of youth appropriate for the Partners program, interviewing juveniles and their families, matching partnerships, provide supervision and counseling support, maintaining case files and monthly statistical reports, develop and assist in recreational activities, lifeskills workshops and fund raising events.

**II. WORKING RELATIONSHIP**

Directly supervised by the Executive Director

Coordinates with other case managers.

Has no employee supervision unless a VISTA or special volunteer is assigned to that case manager.

**III. DUTIES**

1. Assist in recruitment of adult volunteers.
  - a) provide verbal and written communication and information to inquiries
  - b) be available for occasional public speaking appearances at recruitment presentations
  - c) write articles for publications
  - d) participate in recruitment events and activities
2. Orientation and training of adult volunteers
  - a) prepare and develop Orientation and training materials
  - b) plan, organize and conduct Orientation sessions for potential adult volunteers
  - c) provide individualized training for volunteers unable to attend regular orientation sessions
3. Conduct screening interviews with adult volunteers
  - a) Initiate background screening by sending out reference forms, CBI checks, , motor vehicle checks
4. Conduct screening interviews of referred youth.
  - a) gather background information from referral agency on youth
  - b) inform parents about the program
  - c) administer evaluations instruments
5. Introduce accepted adult volunteers to juveniles accepted by the program
  - a) sign Partnership contracts and medical releases
6. Maintain good rapport with referral agencies and develop ongoing communication and relationship with referral representatives.
7. Maintain weekly contact with all assigned Partnerships in the three-month contract period and bi-monthly contact with all those partnerships after the initial 3-month period.
8. Maintain quarterly contact with the youth, the parent and the referring agency.
9. Maintain contact with Alumni Partnerships - those who have completed one year - at least once a month.
10. Support volunteers by providing guidance, keeping them informed of activities and community resources, keeping regular track of their progress and providing appropriate recognition.
11. Provide direct assistance and counseling to youth and adults when needed, relying extensively on the volunteers

to detect such problems and request assistance.

12. Conduct reviews and goal setting meetings with junior and senior partners.
13. Assist in development and implementation of adult volunteer support groups and in-service trainings.
  - a) develop a year plan for 4 in-service trainings and 2 support group sessions for adult volunteers.
14. Assist in development and implementation of lifeskills trainings for Partnerships.
  - a) develop a year plan for six life skills trainings.
15. Assist in planning, preparation, and implementation recreational activities.
  - a) develop a year plan for monthly recreational activities for both Partnerships and youth waiting for a match (NEXUS)
16. Maintain statistics and compile counseling data for the operational summary each month. Maintain case notes and up to date files.
17. Maintain and submit required paperwork on a timely, consistent basis.
18. Assist in maintaining positive communication patterns among staff.
  - a) attend monthly planning staff meetings
  - b) attend monthly counselors meetings
19. Assist with daily office procedures as necessary
  - a) office coverage
  - b) answer phones as needed
  - c) other duties as assigned
20. Assist with fund raising events as directed by the Executive Director

## QUALIFICATIONS

Bachelor's degree in human services or related field with knowledge of youth and problem areas they encounter such as dysfunctional families, alcohol and drug abuse, education, etc. Good verbal, writing and organizational skills; personal initiative and ability to function without close supervision: willingness to work evenings and some weekends; willingness to expand job skills and improve one's abilities. Must be capable of performing physically demanding work.

Candidates without a degree must have a minimum of five years' experience in a related field.